

Now Hiring **OFFICE COORDINATOR** **Full-Time**

Join Our Team at The Dubuque Advertiser

We are seeking a detail-oriented, organized, & friendly communicator for the position of Office Coordinator.

Key Responsibilities:

- Assist advertising & print customers
- Manage account receivable (AR)
- Oversee daily front office operations
- Respond to carrier inquiries

Qualifications:

- Strong organizational and communication skills
- Ability to multitask
- Bookkeeping experience is a plus

Full Time Position in a Local Business!

We will train the right person that has great customer service skills!

Apply today by sending your resume to:

The Dubuque Advertiser
2966 John F. Kennedy Road
Dubuque, IA 52002

or email: gbirkett@dbqadv.com